

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Lehigh County Housing Authority

**PHA Number:** PA081

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2008

**PHA Programs Administered:**

☒ **Public Housing and Section 8**

Number of public housing units: 289

Number of S8 units: 1652

☐ **Section 8 Only**

Number of S8 units:

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is:

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies:
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score)
  - ☒ Improve voucher management: (SEMAP score)
  - ☐ Increase customer satisfaction:
  - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:

- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below): Continue to foster better communications between residents and management to address and improve quality of life issues. Communications between casework staff, residents and management to address community service issues.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:

- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below): Within the category we will continue our efforts to enroll FSS participants and work with those families with community service requirements. We will explore the possibility of offering incentives to those families that participate in FSS type program areas

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☒ Other: (list below): LCHA will continue its commitment to equal opportunity in housing for all Americans. We will continue to promote the availability of all housing we manage to all regardless of race, color, religion, national origin, sex, Familial status and disability. We will continue participating in local, state and national committees to identify and expand housing opportunities for homeless families and persons with disabilities.

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Recent funding constraints have resulted in a continued “tightening of the belt” initiative by the Housing Authority. We have continued to evaluate staff size and related staff costs as well as other expenses. We have taken positive steps to increase collections and occupancy. These steps have been very successful. In 2007 this strategy has produced significant gains as occupancy has increased to better than 98% and collections have increased to almost 98%. The physical structure and appearance of our Public Housing properties continues to meet high standards. We will continue the effective use of Capital Fund dollars to augment our day to day maintenance to maintain this high level. We have upgraded the fire prevention systems, control and alarm systems in all Public Housing properties. Although this did absorb most of the Capital Fund dollars available, we were still be able to do a few things very important to the residents such as common area furniture replacement. The Housing Authority will also begin exploring the leveraging of its Capital Fund dollars to form a bigger pool of funds. This will allow the Housing Authority to address many remaining Capital needs such as window replacement in some of the properties.

Beginning in 2007 HUD implemented a new operating fund rule. As a result the Housing Authority has seen a reduction in its operating subsidy. The scheduled reduction is up to \$120,000 by 2011. The reduction is scheduled in incremental amounts over the next five years. The Housing Authority has converted to an asset management/project based accounting model in an attempt to “stop the loss” at 5%, or approximately \$6,000. This is possible if our new system meets HUD’s criteria as we move to Asset Management. Asset Management will bring about a change in how we operate our Public Housing properties, not for the better, but different. The Housing Authority will work hard to continue to meet the high standards and goals it has established in spite of the reduced funding and the mandated management changes. It remains our goal to become a high performing agency within the next year.

The Voucher Program began a plan of increasing consumer participation in 2007 to meet the mandated 95% participation rate prescribed by HUD. The plan was very successful as the Housing Authority exceeded 95% participation in early 2007. Unfortunately, the funding did not keep pace with the utilization and the Housing Authority is being forced to reduce participation to fall within HUD funding limits. The Housing Authority will be reducing participation by about 100 families during 2008 to fall with funding levels. In the interim, reserve funds will be used to augment HUD funding. The Housing Authority will continue to administer the Voucher Program effectively within budget constraints and hopes to continue its high SEMAP rating, with the goal of achieving a High Performer status for 2008.

During the previous year we continued to monitor the progress we have made in improving the internal controls of the agency and the financial strength of the agency. We have developed many new policies and procedures in both of these areas and results are beginning to be seen. The most recent audit of the Housing Authority revealed no findings of non compliance and demonstrated that the agency is in sound financial condition. New budgeting tools are allowing better monitoring of revenues and expenses allowing better and timelier decision making. The Lehigh County Housing Authority is financially sound and ready to take on the challenges of the future.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	6
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	23
5. Operations and Management Policies	28
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversions of Public Housing	33
11. Homeownership	35
12. Community Service Programs	36



13. Crime and Safety	39
14. Pets (Inactive for January 1 PHAs)	
15. Civil Rights Certifications (included with PHA Plan Certifications)	
16. Audit	41
17. Asset Management	42
18. Other Information	42

### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ Admissions Policy for Deconcentration – Attachment A
- ☒ FY 2008 Capital Fund Program Annual Statement - Attachment G
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ List of Resident Advisory Board Members – Attachment B
- ☒ List of Resident Board Member – Attachment C
- ☒ Community Service Description of Implementation – Attachment D
- ☒ Information on Pet Policy – Attachment E
- ☒ Section 8 Homeownership Capacity Statement, if applicable – Attachment F
- ☐ Description of Homeownership Programs, if applicable

#### Optional Attachments:

- ☒ PHA Management Organizational Chart – Attachment 1
- ☒ FY 2005 Capital Fund Program 5 Year Action Plan – Attachment G
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
x	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	8,398	5	5	3	1	4	2
Income >30% but <=50% of AMI	7,079	5	4	3	1	4	2
Income >50% but <80% of AMI	8,288	5	5	2	1	1	2
Elderly	9,155	3	3	2	3	2	1
Families with Disabilities	4,000	5	5	3	5	2	4
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 2007
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☒ Other sources Supplementary Survey 2001 Profile – Lehigh County

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List					
Waiting list type: (select one)					
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing (AMP 1 & 2) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)					
If used, identify which development/subjurisdiction:					
	# of families AMP 1	% of total families	# of families AMP 2	% of total families	Annual Turnover
Waiting list total	152	100	263	100	
Extremely low income <=30% AMI	114	75	198	75	
Very low income (>30% but <=50% AMI)	38	25	65	25	
Low income (>50% but <80% AMI)	0	0	0	0	
Families with children	97	64	88	34	
Elderly families	28	19	106	41	
Families with Disabilities	17	12	54	21	
White/Hispanic	34	23	67	26	
White/non-hispanic	78	51	146	55	
Black-hispanic	2	1	5	1	
Black-non-hispanic	38	25	45	18	
Characteristics by Bedroom Size	#families AMP 1	%family AMP 1	#families AMP 2	% family AMP 2	

Housing Needs of Families on the Waiting List				
(Public Housing Only)				
1BR	51	34	175	66
2 BR	59	38	51	20
3 BR	37	24	37	14
4 BR	5	4		
5 BR			0	0
5+ BR			0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)?  Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes				

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	838		
Extremely low income <=30% AMI	413	49	
Very low income (>30% but <=50% AMI)	425	51	
Low income (>50% but <80% AMI)	0	0	
Families with children	517	62	
Elderly families	126	16	

Housing Needs of Families on the Waiting List			
Families with Disabilities	121	15	
White-hispanic	214	25	
White-non-hispanic	470	56	
Black-hispanic	14	2	
Black-non-hispanic	136	16	
No indication	4	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 36 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes –priority 2 and 3			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development

- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work



☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below): Currently the waiting lists for Vouchers and Public Housing consist of +- 50% minority applicants. We will continue to work with local groups and community leaders that work with minority populations to maintain awareness of programs

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below) :

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	\$450,000	
b) Public Housing Capital Fund	\$300,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$7,500,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
j) Shelter Plus Care	\$250,000	Tenant based Rent Aid
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$610,000	
<b>4. Other income</b>		
Laundry	\$5,000	
Antennas	\$20,000	
<b>4. Non-federal sources (list below)</b>		
Non Federal rental properties	\$50,000	
<b>Total resources</b>	<b>\$9,185,000</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (30 days)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below): Mail

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?<sup>6</sup>
2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - ☒ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☒ Other (list below) Mail

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - ☐ One
  - ☒ Two
  - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
  - ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
  - ☒ Emergencies

- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below) Need for accessible unit

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Former Federal preferences:

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☒ Residents who live and/or work in the jurisdiction  
☒ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☒ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☒ At family request for revision  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)



- ☐ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation  
☐ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors below)  
☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity  
☒ Other (describe below) previous landlord name and address

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☒ Other (list below) Mail

## **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: : Medical or family emergency or if the family can demonstrate reasonable effort without success.

## **(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below) Those families paying more than 30% of income toward rent and utilities and residing in units designated as affordable housing. These are units that are limited in availability to low income residents through a long term property restriction, ie Low Income Housing Tax Credit compliance

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction

- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below) Those families paying more than 30% of income toward rent and utilities and residing in units designated as affordable housing. These are units that are limited in availability to low income residents through a long term property restriction, ie Low Income Housing Tax Credit compliance

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices

- ☒ Other (list below) Direct contact with advocacy groups or agencies that have contact with prospective consumers

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: **1. Loss of income due to health, death of a family member or work layoff. 2. Family would be evicted for non-payment. 3. Family loses eligibility for income assistance.**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing  
☐ Survey of rents listed in local newspaper  
☐ Survey of similar unassisted units in the neighborhood  
☐ Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☐ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ The PHA has chosen to serve additional families by lowering the payment standard  
☐ Reflects market or submarket  
☒ Other (list below): To assist as many families as possible within the budget authority determined by HUD.

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ Reflects market or submarket  
☐ To increase housing options for families  
☐ Other (list below)



d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually  
☒ Other (list below) quarterly

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☐ Rent burdens of assisted families  
☒ Other (list below) available funds

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) **1. Loss of income due to health, death of a family member or work layoff. 2. Family would be evicted for non-payment. 3. Family loses eligibility for income assistance.**

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.  
☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

— List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	289	35
Section 8 Vouchers	1500	300
Section 8 Certificates		
Section 8 Mod Rehab	20	2
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Shelter Plus Care	50	10

### **C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions and Occupancy
  - Tenant Handbook
- (2) Section 8 Management: (list below)
  - Administrative Plan
  - Briefing Packet

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: Housing Authority has a 504 Grievance Policy

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☒ PHA development management offices  
☐ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☒ Other (list below) Voucher office

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

(3) **CFFP** – The Authority plans to research the availability and the possible participation in a CFFP Pool

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Clarence Aungst Towers, George Dilliard Manor, Ridge Manor
1b. Development (project) number: PA81-1, PA81-2, PA81-3
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(04/03/2007)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 225
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**



**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 20/06/2003

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants 09/11/2007
Public Housing	0	1
Section 8	71	41

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below: LCHA has requested a waiver to reduce the required number of participants. With waiting list

closed to most families, new prospects are difficult. LCHA has produced brochures for distribution to participants of Voucher Program and at briefings. If an interest is shown, Caseworkers will visit family for a detailed explanation of the program.

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti

- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)  
7<sup>th</sup> Street Village, Coplay Apartments

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities: Letters of agreements with local police to share information regarding police activities at sites.

2. Which developments are most affected? (list below) Seventh Street Village, Coplay Apartments

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
- 3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
- 4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☒ Development-based accounting
- ☒ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)



- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☐ Other: (list below)

## **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

#### **a. Nomination of candidates for place on the ballot: (select all that apply)**

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

#### **b. Eligible candidates: (select one)**

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

#### **c. Eligible voters: (select all that apply)**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

## **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

### **ATTACHMENT 1**

Executive Director  
(responsible for overall Authority activities)

Director of Management (Directs Project Management and Voucher)		Comptroller (Directs Financial Operations)	Maint Super (Coord all Maint)
Tenant Selection (Waiting Lists)	Project Managers (Manages Projects)	Accountants (Ledgers)	Janitors
Management Aides (recerts, new admissions)		Fiscal Assts (payables, receivables)	Laborers

### **ATTACHMENT A**

Deconcentration Policy

Currently the Lehigh County Housing Authority's general occupancy projects fall within established income range. However, the Authority's projects are very small with the largest being only 25 units. In addition, the Authority has one 10 unit project, one 4 unit project and a 25 unit scattered site project.

The 25 unit scattered site development promotes deconcentration just by the nature of the project. The units are scattered throughout the Borough of Coplay with the largest concentration being 11 units. The 10 unit and the 4 unit are in the Borough of Fountain Hill. The properties have been able to maintain the established income range, however because of the small size one turnover could have an immediate impact. The projects have been monitored to insure the Authority is in compliance with the spirit of deconcentration and that the ranges do not get skewed too far in either direction. The 25 unit is in Slatington and continues to be compliant, but once again, because it is small it takes little to skew the range.

The Authority's jurisdiction is suburban Lehigh County. The County is mostly rural in nature with few pockets of poverty. The Authority's projects are not in poverty zones and are in residential neighborhoods of the municipalities.

The Authority's policy is to monitor its projects for compliance and to ensure consistency with both the deconcentration law and local goals. If deemed necessary and the project is too skewed toward any one income group, the Authority will take steps to balance the project. The current waiting lists are sufficient to allow for the selection from income groups.

## **ATTACHMENT B RESIDENT ADVISORY COMMITTEE**

1. Delores Ebbert, 425 Kuntz St., Apt. 303, Slatington, PA 18080
2. Sandra Kreutzer, 333 Ridge St., Apt. 601, Emmaus, PA 18049
3. Sharon Austin, 1101 Seneca St., Apt. 803, Bethlehem, PA 18015
4. James Heffelfinger, 5 N. 7<sup>th</sup> St., Slatington, PA 18080
5. Jill Steckel, 960 Cherokee St., Apt. 3, Bethlehem, PA 18015
6. Tanya Johnson, Coplay Apartments, Apt A3, Coplay, PA 18037

## **ATTACHMENT C RESIDENT BOARD MEMBERSHIP**

Resident membership of the Board of Commissioners: Paris Surratt - Ms. Surratt is a participant in the Housing Choice Voucher Program  
Ms. Surratt was appointed to a 5 year term beginning 1/1/2007. Ms. Surratt term will expire 12/31/2011.

## **ATTACHMENT D COMMUNITY SERVICE**

**1. The Housing Authority will notify all Public Housing residents of new community service requirements-** Notices will be sent by mail to 289 Public Housing tenants in seven public housing complexes and be posted in common areas of buildings. Requirements for eight hours per month of community service will be detailed, explanation of exempt and non-exempt status listed, and examples of acceptable work, service and economic self-sufficiency programs given. Residents already certified as elderly, blind, or disabled per Social Security Act sections 216 or 1614 for purposes of occupancy eligibility will not need to further certify their exempt status. Grievance procedures for HA decisions will be outlined and contact information given for residents requesting information or guidance.

**2. The Housing Authority will notify all non-exempt households of their status and need to comply with new community service requirements.** An informational packet will be sent alerting the targeted households to their status, the reason each or any adult member is considered non-exempt, and what should be done to comply with the service requirements. Procedures and forms for exemption or elective enrollment will be included. Lists of types of work, service and economic self-sufficiency programs will again be provided. Specifically, the HA will provide enrollment information for the HA's Public Housing FSS Program already in operation, explaining how this can help meet community service requirements. Residents will be informed that they can alternately receive individual help in meeting community service opportunities via a community service "Info and Action Module" offered by the HA. Residents will be asked to sign a form verifying that they have been given a chance to participate/receive info on FSS, or that they waive the opportunity to receive the info and will choose to pursue community service work on their own. They may be asked to provide a brief description of their plan for doing so and be informed that they can contact the caseworker at any time in the future for additional help in implementing their plan. They will be informed that a Community Service Verification Log will still need to be maintained by them and provided to the Project Manager at least 30 days prior to annual re-certification or the HA may not renew the tenant's lease.

**3.The HA will provide support and outreach to targeted non-exempt households via the community service Information and Action Module-** Any public housing resident needing to or electing to pursue community service will be provided with the detailed information on how to do so. Information will be maintained by the HA's Public Housing FSS Caseworker on types of activities that meet service and economic self-sufficiency definitions. Household information on tenants needing service hours should be forwarded by Project Managers to the FSS Caseworker, who will send families the Module packets of info and ideas for "actions" the family can take to comply with the new requirements. These will include but not be limited to participation in the FSS program, state and local welfare programs, training and education opportunities, or treatment programs that lead to economic self-sufficiency. Tenant Organization activities will be encouraged and lists of agencies offering volunteer, internship, and other unpaid work activities will be available. The CW will provide advocacy and support to tenants whether or not they choose to enroll in the FSS program though the additional benefits of doing so will be outlined and the HA anticipates that a number of tenants may elect to do so for those benefits. Tenants will be given ample opportunity and encouragement to create their own ways of meeting community service requirements, along with any guidelines for doing so. (i.e. must not be political activity, activity that replaces duties/position of an existing HA employee etc.) The caseworker will be available for consults and walk-in meetings approximately one day each month in the office of the complex where the resident resides or other days/locations at the tenants' request.

**4.Project managers will provide all new PH tenants with initial info on the new requirements and identify on an ongoing basis any new non-exempt families or families that become non-exempt for any reason.** They will also provide the HA caseworker with names of new targeted non-exempt families or with change of status information such as a family where an adult member was working but became unemployed and is now subject to community service hour requirements. The CW can then proceed to target the family/individual for support/info mailings as outlined in step 2 and 3 and for info on FSS, the Information and Action Module, etc.

**5.Project Managers or their Management Aides will review family and individual compliance with community service requirements at least 30 days prior to the tenant's annual lease re-certification.** Heads of Household will be notified that any adult non-exempt member found to be non-compliant with requirements must agree in writing to make up the hours in the next year or move from the unit or the family lease will not be renewed at the next re-certification. Families with repayment agreements can be additionally contacted and offered assistance by the HA caseworker on how to become compliant.

**6.The HA will enter into agreements with state and local welfare departments regarding verification and exchange of information on compliance.** Data

exchanged would include certification that a mutual client is exempt from TANF programs, is complying with or attending TANF programs, trainings, work activities, or other economic self-sufficiency activities. Change in status such as a client quitting or completing such programs could also be exchanged.

**7. Tenants will be notified in writing of all applicable grievance and appeal procedures for any PHA decision.** Such info will be included in informational mailings to families, and/or posted in common areas. Grievance/appeal procedures will be those already in place for tenants regarding other PHA administrative decisions and determinations.

**9/2006**

## **ATTACHMENT E PET POLICY**

### **PET RULES AND REGULATIONS**

1. Elderly, family, or handicapped tenants may, after fulfilling the management requirements, maintain a pet from one of the following categories:
  - a. One dog with a limit of 30 pounds: The dog must be at least six (6) months old and must be spayed or neutered. The dog must be locally licensed and have had all required inoculations including distemper and rabies. A signed certificate from a veterinarian or state or local authority authorized to inoculate animals is required.
  - b. One cat: The cat must be at least six (6) months old and must be spayed/neutered and declawed. The cat must be locally licensed (if required by local municipality) and have had all inoculations including distemper and rabies. A signed certificate from a veterinarian or state or local authority authorized to inoculate animals is required.
  - c. One or two birds: The bird(s) must be no larger than parakeet size. The bird(s) wings must be clipped and the bird must never be allowed out of the cage.

d Fish: The maximum aquarium size shall be ten (10) gallons and it shall be placed in a safe place in the apartment.

e. One small rodent (hamster, guinea pig, rabbit, etc.) will be allowed. There will be no reptiles allowed, except turtles. Only routine domestic animals will be allowed.

2. A Tenant who wishes to have a pet must complete an application and return it to the building manager along with all supporting documentation required. Applications are available from the manager.

3. The following financial responsibilities are required:

a. There will be a \$300 security deposit for cats and dogs. This deposit will be in addition to the normal security deposit collected at the time of your initial occupancy and will be kept in a separate account to be returned when you or the pet vacate. This deposit can be paid by providing \$50.00 at the time of request approval and \$10.00 a month thereafter until the full \$300.00 is collected.

b. The tenant shall be liable for all damages resulting from any injury to the person or property of others. Damages to Authority property will be reviewed to determine cost of the repair and billed to the tenant.

4. Pets are not to be in any common areas except upon entering or exiting the building. The pet must be kept on a hand held leash or in a carrier or cage at all times while on Housing Auth. property. Pets must never be left unattended on Housing Authority property.

5. The following sanitary guidelines must be complied with:

a. There will be a designated area for the exercise and normal body functions of the pets.

This is the only area that may be used for this purpose. Designated areas will be posted

on your bulletin board. The pet owner is responsible for immediately cleaning up after

their pet and disposing of the waste in a SEALED plastic bag to be placed in the trash.

There will be a \$5.00 fine for each occurrence of not cleaning up after the pet. Continued

non-compliance will result in lease termination.

b. Waste shall be cleaned from litter boxes daily and the litter shall be changed weekly.

Litter and waste shall be placed in a SEALED plastic bag and deposited in the trash.

Litter should never be flushed down the toilet. Litter boxes shall be kept in an uncarpeted place within the apartment.

c. Bird cages shall be cleaned weekly.

d. Small rodent cages must be cleaned weekly.

6. Tenant agrees to keep the pet quiet and under control at all times so it does not disturb the

other tenants' quiet enjoyment of their apartment.

7. The name, address and telephone number of one or more responsible parties who will be

willing to care for the pet if the owner becomes unable is required. A document prepared by

the Authority is to be signed by the responsible party (s).

8. Tenant understands that the pet must be removed from the apartment from time to time to

allow for maintenance of the apartment, i.e., painting and extermination. Tenant will be

given two (2) days notice to remove the pet when it is not an emergency situation.

9. Any dog left unattended for 12 hours, or any other pet left unattended for 24 hours or more,

or whose health is jeopardized by the tenant's neglect, mistreatment or inability to care for

the animal shall be reported to the SPCA or other appropriate authority. Such circumstances

shall be deemed an emergency for the purposes of the Authority's right to enter the tenant's



apartment to allow such Authority to remove the animal from the premises. The Authority accepts no responsibility for any pet so removed.

10. Tenant understands that a copy of these rules and regulations as well as the signed application and Pet Sponsor Agreement shall be attached to and incorporated within the rules and regulations of the current lease agreement with the Authority. Any violation of the rules will be considered material non-compliance of the lease agreement and subject to the remedies, including lease termination, of the lease.
11. No boarding of Pets. Pet visitations may be permitted and must comply with all regulations.
12. Animals necessary to assist the handicapped are exempt from rules pertaining to size and security deposit, but shall be required to comply with all other regulations.
13. The Authority has the right to reject an application for pet ownership or to demand removal of pet if, in the opinion of the Housing Authority, the tenant is determined unable to adequately care for the pet.

## **ATTACHMENT F**

### **HOMEOWNERSHIP CAPACITY STATEMENT**

The Housing Authority will continue to work with Allentown Neighborhood Housing Services (NHS) to initialize and administer a Section 8 Homeownership Program. The program will require participants to provide a minimum down payment of 3% of the purchase price where at least 1% is from participant's personal resources. Mortgages will then be obtained that comply with generally accepted private sector underwriting standards. The Authority closed out a very successful 5(h) homeownership program and NHS has been working with lease/purchase programs for lower income families for more than a decade. We believe that working with NHS we can strengthen our already substantial capacity to administer a successful Section 8 Homeownership Program.

## RASS Communication Implementation Plan Progress

During 2006 the Authority continued taking steps to improve communication between the residents and management. In 2007 Project Manager, Jack Murphy will begin his third full year managing all of our public housing units. We believe that this offers a more consistent approach. As we move to assist management, Jack will continue to be Public Housing's only manager and responsible for both Assisted Management Projects(AMP). Jack has established a regular schedule at the various sites and with 2 Management Aides, one at each AMP site, added to the public housing staff, the residents know how and where to contact management at any time. Jack has been holding resident meetings and will continue to hold meetings at regular intervals to hear and address resident concerns as well as keeping residents up to date on housing authority news. Guests such as a police officer and local and state officials have been invited to address the residents on issues of safety and other concerns.

Lehigh County Housing Authority  
Meeting the Needs for Accessibility  
PHA Plan 2007

The Authority will continue to survey the consumers as well as continue to educate consumers of their right to request accommodations. The Authority works with closely with the Good Shepherd Rehabilitation Center and the Center for Independent Living in Allentown, PA to keep up with the current technologies available to help to meet the needs of our residents with disabilities. Authority management manages a facility in Bethlehem that is designed for and leased to persons with severe physical disabilities. In addition LCHA manages a 20 unit independent living facility designed for and occupied by persons with mental illness. Through this we became aware of the newest technologies available. The Authority owns 12 homes used as group homes for persons with mental retardation. We work closely with the providers of care at these facilities to ensure we are meeting the needs of those residents.

Since the Authority is not planning to rehabilitate any existing properties or to build any new properties the extent of our physical accommodation work is by request of existing or prospective residents of our current facilities. The Authority will also take requests from caregivers or agencies representing persons with disabilities. The Authority remains dedicated to making reasonable accommodation based upon its policies and procedures.

**PHA Plan Attachment G**  
**Table Library**

**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

## **CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Lehigh County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150105</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2005</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 09/2007</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	33,394.00	33,394.00	33,394.00	33,394.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	23,376.00	23,376.00	23,376.00	18,814.25
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	266,427.00	273,101.37	253,101.37	253,101.37
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Lehigh County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150105</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2005</b>
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:     ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	10,748.00	4,073.63	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	333,945.00	333,945.00	309,871.37	305,309.62
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	10,071.00	12,655.00	12,655.00	12,655.00
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	25,000.00	20,000.00	-0-	-0-

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Administration	Salary of Capital Fund Program Coordinator.	1410		33,394.00	33,394.00	33,394.00	33,394.00	Complete
HA-Wide Other	Architectural/Engineering Services.	1430		23,376.00	23,376.00	23,376.00	18,814.25	Ongoing
PA81-02 Aungst Tower	Fire System Panel and Peripheral Devices Replaced.	1460	2 - common area fire panel/ 82 common area smoke detectors/ 150 apartment smoke detectors/ 75 peripheral devices	-0-	51,674.37	51,674.37	51,674.37	Complete (Funded From FFY 2004)
PA81-03 Ridge Manor	Common Area HW Heaters Replaced.	1460	2 - 85 gallon 740,000 btu gas fired	25,000.00	20,000.00	-0-	-0-	To Be Bid

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA81-07 Seventh Street Village	Apartment and Common Area Flooring Replaced.	1460	Apartments approximately 19,200 sq. ft./ Common area approximately 200 sq. ft.	-0-	-0-	-0	-0-	Removed From Plan
PA81-08 Cherokee Apartments	Fire System and Peripheral Devices Replaced.	1460	01 common area fire panel/ 28 common area smoke detectors/ 30 apartment smoke detectors/ 15 peripheral devices	38,673.00	38,673.00	38,673.00	38,673.00	Complete

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Lehigh County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA26PO8150105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA81-09 Coplay Apartments	Fire System Panel and Peripheral Devices Replaced.	1460	04 common fire panels/ 44 common smoke detectors/ 90 apt. smoke detectors/ 45 peripheral devices	129,500.00	129,500.00	129,500.00	129,500.00	Funged To FFY 2011  Complete
	Apartment Kitchen Cabinetry Replaced. (Kitchen Modernization A and B Buildings)	1460		40,000.00	-0-	-0-	-0-	
PA81-10 Delaware Avenue	Fire System Panel and Peripheral Devices Replaced.	1460		33,254.00	33,254.00	33,254.00	33,254.00	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150105</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Contingency		1502		10,748.00	4,073.63	-0-	-0-	
Grand Total				333,945.00	333,945.00	309,871.37	305,309.62	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>Lehigh County Housing Authority</b>			Grant Type and Number Capital Fund Program No: <b>PA26PO8150105</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2005</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA81-02 Aungst Tower	N/A	N/A	09/12/2006	N/A	N/A	12/30/2007	Funged From FFY 2004.
PA81-03 Ridge Manor	06/30/2007	12/31/2007		06/30/2009	06/30/2009		1) Obligation Requirements To Be Met After ACC Date (90% + Of Grant Obligated By ACC Date). 2) Expenditure Requirements To Be Met Prior To ACC Date.
PA81-07 Seventh Street Village	06/30/2007	N/A	N/A	06/30/2009	N/A	N/A	Removed From Plan.
PA81-08 Cherokee Apartments	06/30/2007	09/12/2006	09/12/2006	06/30/2009	06/30/2008	12/30/2007	1) Obligation Requirements Met Earlier Then ACC Date. 2) Expenditure Requirements Scheduled To Be Met Earlier Then ACC Date.
PA81-09 Coplay Apartments	06/30/2007	06/30/2007	N/A	06/30/2009	06/30/2009	N/A	1) Funged To FFY 2006. 2) Funged To FFY 2012.
PA81-10 Delaware Avenue	06/30/2007	09/12/2006	09/12/2006	06/30/2009	06/30/2008	12/30/2007	1) Obligation Requirements Met Earlier Then ACC Date. 2) Expenditure Requirements Scheduled To Be Met Earlier Then ACC Date.

## **CAPITAL FUND PROGRAM TABLES START HERE Appendix A**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Lehigh County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150106</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2006</b>
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	32,631.00	32,631.00	16,104.00	16,104.00
3	1408 Management Improvements				
4	1410 Administration	32,631.00	32,631.00	31,695.00	31,695.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	22,187.00	22,187.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000.00	-0-		
10	1460 Dwelling Structures	145,000.00	205,000.00		
11	1465.1 Dwelling Equipment—Nonexpendable	40,000.00	20,000.00		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Lehigh County Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150106</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2006</b>
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	13,873.00	13,873.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	326,322.00	326,322.00	47,799.00	47,799.00
22	Amount of line 21 Related to LBP Activities	-0-			
23	Amount of line 21 Related to Section 504 compliance	-0-			
24	Amount of line 21 Related to Security – Soft Costs	-0-			
25	Amount of Line 21 Related to Security – Hard Costs	-0-			
26	Amount of line 21 Related to Energy Conservation Measures	-0-	70,000.00		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150106</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Operations	As Needed For Repairs.	1406		32,631.00	32,631.00	16,104.00	16,104.00	On Going
HA-Wide Administration	Salary of Capital Fund Program Coordinator.	1410		32,631.00	32,631.00	31,695.00	31,695.00	On Going
HA-Wide Fees and Costs	Architectural/Engineering Services.	1430		22,187.00	22,187.00			On Going
PA81-01 Dillard Manor	Common Area Decorating (wall covering installation, etc.).	1460	Approximately 3,600 Sq. Ft. Wall Covering	35,000.00	25,000.00			To Be Bid
	Interior Furniture Replacement.	1465	Approximately 200 Pieces	15,000.00	7,000.00			Award Process
	Site Improvements (landscaping).	1450	Approximately 36,000 Square Feet Sod/ Approximately 900 Linear Ft. Shrubbery	20,000.00	-0-			Removed From Plan
PA81-02 Aungst Tower	Common Area Decorating (wall covering installation, etc.).	1460	Approximately 2,720 Sq. Ft. Wall Covering	30,000.00	30,000.00			To Be Bid
	Interior Furniture Replacement.	1465	Approximately 150 Pieces	10,000.00	7,000.00			Award Process

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150106</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Site Improvements (landscaping).	1450	Approximately 30,000 Square Feet Sod/ Approximately 750 Linear Ft. Shrubbery	20,000.00	-0-			Removed From Plan
PA81-03 Ridge Manor	Common Area Decorating (wall covering installation, etc.).	1460	Approximately 4,000 Sq. Ft. Wall Covering	40,000.00	40,000.00			To Be Bid
	Interior Furniture Replacement.	1465	Approximately 250 Pieces	15,000.00	6,000.00			Award Process
	Exterior Building Repairs (parking lot ceiling, light fixtures, access panels replaced).	1460	Approximately 4,250 Square Feet Ceiling/ 20 Access Panels	40,000.00	40,000.00			To Be Bid
PA81-08 Cherokee Apartments	Apartment and Common Area Windows Replaced (including resizing of existing openings to standard openings).	1460	70 Apartment/ 05 Common Area	-0-	70,000.00			To Be Bid
Contingency		1502		13,873.00	13,873.00			
Grand Total				326,322.00	326,322.00	47,799.00	47,799.00	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>Lehigh County Housing Authority</b>			Grant Type and Number Capital Fund Program No: <b>PA26PO8150106</b> Replacement Housing Factor No:			Federal FY of Grant: <b>2006</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA81-01 Dillard Manor	06/30/2008	07/17/2008		06/30/2010	07/16/2010		1) Per ACC Dates. 2) Per ACC Dates.
PA81-02 Aungst Tower	06/30/2008	07/17/2008		06/30/2010	07/16/2010		1) Per ACC Dates. 2) Per ACC Dates.
PA81-03 Ridge Manor	06/30/2008	07/17/2008		06/30/2010	07/16/2010		1) Per ACC Dates. 2) Per ACC Dates.
PA81-08 Cherokee Apartments	N/A	07/17/2008		N/A	07/16/2010		1) Per ACC Dates. 2) Per ACC Dates.

## **CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Lehigh County Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150107</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2007</b>
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	33,991.00	33,991.00		
3	1408 Management Improvements				
4	1410 Administration	33,991.00	33,991.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,187.00	17,187.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	245,000.00	245,000.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Lehigh County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150107</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2007</b>
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	9,743.00	9,743.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	339,912.00	339,912.00		
22	Amount of line 21 Related to LBP Activities	-0-	-0-		
23	Amount of line 21 Related to Section 504 compliance	36,000.00	36,000.00		
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-		
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-		
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-		

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150107</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2007</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Operations	As Needed For Non-Routine Repairs.	1406		33,991.00	33,991.00			On Going
HA-Wide Administration	Salary of Capital Fund Program Coordinator.	1410		33,991.00	33,991.00			On Going
HA-Wide Fees and Costs	Architectural/Engineering Services.	1430		17,187.00	17,187.00			On Going
PA81-01 Dillard Manor	Fire System Panel and Peripheral Devices Replaced.	1460	1 common area fire panel/ 66 common area smoke detectors/ 150 apartment smoke detectors/ 125 peripheral devices	220,000.00	220,000.00			To Be Bid
PA81-03 Ridge Manor	Common Area (community room) Automatic Door Opener Installed.	1460	1 automatic door opener/ 1 card key system	25,000.00	25,000.00			To Be Bid

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150107</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2007</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Contingency		1502		9,743.00	9,743.00			
Grand Total				339,912.00	339,912.00			

[illegible]

## **CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Lehigh County Housing Authority		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150108</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2008</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:      )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	33,991.00			
3	1408 Management Improvements				
4	1410 Administration	33,991.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,187.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	245,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Lehigh County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150108</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2008</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	9,743.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	339,912.00			
22	Amount of line 21 Related to LBP Activities	-0-			
23	Amount of line 21 Related to Section 504 compliance	10,750.00			
24	Amount of line 21 Related to Security – Soft Costs	-0-			
25	Amount of Line 21 Related to Security – Hard Costs	-0-			
26	Amount of line 21 Related to Energy Conservation Measures	30,000.00			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>PA26PO8150108</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Operations	As Needed For Non-Routine Repairs.	1406		33,991.00				
HA-Wide Administration	Salary of Capital Fund Program Coordinator.	1410		33,991.00				
HA-Wide Fees and Costs	Architectural/Engineering Services.	1430		17,187.00				
PA81-03 Ridge Manor	Fire System Panel and Peripheral Devices Replaced.	1460	1 common area fire panel/ 50 common area smoke detectors/ 150 apartment smoke detectors/ 125 peripheral devices.	215,000.00				
	Interior Building Repairs (stairwell masonry repairs).	1460	Approximately 450 sq. ft masonry block.	30,000.00				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Lehigh County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>PA26PO8150108</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Contingency		1502		9,743.00				
Grand Total				339,912.00				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name <b>Lehigh County Housing Authority</b>				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>2009</b> PHA FY: <b>2009</b>	Work Statement for Year 3 FFY Grant: <b>2010</b> PHA FY: <b>2010</b>	Work Statement for Year 4 FFY Grant: <b>2011</b> PHA FY: <b>2011</b>	Work Statement for Year 5 FFY Grant: <b>2012</b> PHA FY: <b>2012</b>
	Annual Statement				
PA81-01 Dillard Manor		65,000.00	-0-	35,000.00	-0-
PA81-02 Aungst Tower		-0-	65,000.00	35,000.00	-0-
<b>PA81-03</b> Ridge Manor		180,000.00	180,000.00	20,000.00	-0-
PA81-07 Seventh St. Village		-0-	-0-	-0-	225,000.00
PA81-08 Cherokee Apartments		-0-	-0-	-0-	-0-
PA81-09 Coplay Apartments		-0-	-0-	155,000.00	-0-
PA81-10 Delaware Avenue		-0-	-0-	-0-	-0-
HA-Wide		-0-	-0-	-0-	20,000.00
CFP Funds Listed for 5-year planning		245,000.00	245,000.00	245,000.00	245,000.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: <b>2009</b> PHA FY: <b>2009</b>			Activities for Year: 3 FFY Grant: <b>2010</b> PHA FY: <b>2010</b>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	PA81-01 Dillard Manor	<i>Apartment and Common Area Heat Pump Units Only.</i> (Total 20)	20,000.00	PA81-02 Aungst Tower	<i>Apartment and Common Area Heat Pump Units Only.</i> (Total 20)	20,000.00
<b>Annual</b>		<i>Apartment HW Heater Units Only.</i> (Total 20)	5,000.00		<i>Apartment HW Heater Units Only.</i> (Total 20)	5,000.00
Statement		Kitchen Range Hoods Installed.	20,000.00		<i>Exterior Building Repairs (masonry waterproofing and grouting).</i>	40,000.00
		Exterior Building Repairs (masonry repairs and brick pointing).	20,000.00			
				PA81-03 Ridge Manor	Exterior Building Repairs (apartment window walls replacement). Phase II	180,000.00

	PA81-03 Ridge Manor	Exterior Building Repairs (apartment window wall replacement). Phase I	180,000.00			
<b>Total CFP Estimated Cost</b>			\$245,000.00			\$245,000.00

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : <b>4</b> FFY Grant: <b>2011</b> PHA FY: <b>2011</b>			Activities for Year: <b>5</b> FFY Grant: <b>2012</b> PHA FY: <b>2012</b>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PA81-01 Dillard Manor	<b><i>Common Area HW Heaters Replaced.</i></b>	20,000.00	PA81-07 Seventh Street Village	<b><i>Kitchen Renovations.</i></b>	200,000.00
	Property ADA Door Hardware.	15,000.00		<b><i>Bathroom Flooring Replaced (w/ ceramic).</i></b>	25,000.00
PA81-02 Aungst Tower	Common Area HW Heaters Replaced.	20,000.00	HA-Wide	Maintenance Department Van.	20,000.00
	Property ADA Door Hardware.	15,000.00			
PA81-03 Ridge Manor	Property ADA Door Hardware.	20,000.00			

PA81-09 Coplay Apartments	Buildings A and B Kitchen Renovations.	155,000.00			
Total CFP Estimated Cost		\$245,000.00			\$245,000.00







































